**West Kootenay Minor Lacrosse Association**

**Directors’ Positions**

**President:**

* Oversee all operations of the association and supervises other Directors in the execution of their duties
* Chair meetings of WKMLA
* Contact person for BCLA and Zone 1. Represents WKMLA at district and provincial levels.
* Oversee the main association e-mail account and forward e-mails as required
* Ensure that an agenda is prepared and that minutes are recorded for each meeting
* Cast a vote only in the case of a tie
* Head of the Nominating Committee. Ensure that all positions of the executive are filled
* Head of Discipline
* Head of Risk Management.
  + Ensure that all volunteers have current criminal record checks on file
  + Prepare and submit event sanction forms to BCLA
* Ensure that the legal standing of the association is maintained with BC Society and BCLA

\*Must have been on WKMLA executive for a minimum of 2 years prior to obtaining position

**Immediate Past President**

* Assist new President in transition to President position
* Perform duties and carry out duties of the President, both actively and in an advisory capacity if requested to do so by the President.

**Vice President**

* Assist in the duties of the President when requested to do so by the President.
* In the absence of the President, perform the duties of the President
* Oversee the operations of the photograph and apparel volunteers
* Co-Chair of the Budget Committee

\* Must have been on WKMLA executive for a minimum of 2 years prior to obtaining position

**Secretary**

* Responsible for distributing all incoming correspondence
* Prepare and distribute agenda for meetings and keep records
* Record all minutes from meetings, distribute them, and keep records
* Send out information to the association members
* Place ads in news paper
* Create & disburse yearly pre/post season surveys

**Treasurer/Registrar**

* Upon election of Directors at the AGM, initiate paperwork at bank to update signing authorities on bank accounts
* Maintain the register of members as required by BC Society Act
* Register the association with BCLA and BC Society
* Handle all financial transactions: deposit tournament fees, registration fees, pay tournament registration fees
* Manage & balance yearly operating budget, including regular reconciliation of revenue and expenses, and reconciliation of player registration data with registration fees.
* Present regular financial updates to Board of Directors.
* Write out receipts for fees paid, as required
* Accept E-Transfers for online registrations
* Recommend key timelines to the Board of Directors, including player registration dates and tournament fee collection deadlines
* Co-Chair of the Budget Committee
* Book conference rooms for meeting and training
* Contact BCLA to order paper registration forms
* Process paper player registration forms
* Organize registered players into appropriate divisions and issue rosters to division directors
  + Email player contact information to appropriate division manager
* Notify division directors and president of any players that have requested to play overage or underage and submit required paperwork to BCLA
* Submit Provincial Declarations to BCLA

\* Must have been on WKMLA executive for a minimum of 2 years prior to obtaining position

**Head Coach Coordinator**

* Actively recruit new coaches
* Review and process coaching application forms
* Recommend coaches selection to the executive for approval
* Establish training needs for coaches based on season plan
* Organize yearly coaching clinics
* Evaluate association coaches and address concerns about coaches
* Organize, communicate and lead coaches meeting

**Head Referee**

* Actively recruit new referees
* Review and process referee application forms
* Recommend referee selection to the executive for approval
* Establish training needs for referees based on season plan
* Organize yearly referee clinics
* Evaluate association referees and address concerns about referee
* Ensure that all games are resourced by appropriately skilled and qualified referees

**Equipment Manager**

* Collect all association equipment at the end of season
* Make detailed lists of equipment provided to each team
* Ensure each team is provided with appropriate amount of equipment i.e. balls
* Ensure jerseys are in good condition and there are enough for each team
* Inspect equipment for wear and tear
  + Make list of equipment that needs replacing
  + Present equipment replacement Budget Committee for inclusion in budget approval
* Contact person for coaches in need of equipment

**Floor Scheduler**

* Book practice, skills clinics, and home tournament floor times
* Allocate and communicate floor time to division directors
* Distribute certificate of insurance to all facilities used by the association; request the addition of facilities to the certificate if required
* Schedule league games

**Fundraising/Promotional Director**

* In consultation with the Budget Committee, assess the need for grants and apply for grants
* Organize fundraising events
* Manage/Update Social Media pages
* Promote the Minor Lacrosse program in the West Kootenay district
* Develop, order and coordinate the distribution of advertising material (flyers, online calendars)
* Identify media stories throughout the season and submit to local media.

**Tournament Director**

* Recommend tournament hosting to executive and apply to host tournament in January.
* Prepare and manage the tournament budget; submit tournament financial statement and tournament revenue to Treasurer
* Promote home tournament to seek registrations. Accept tournament registrations as they are received
* Act as a liaison between the tournament committee and the Executive
* Oversee the planning and execution of home tournaments
* Fulfill the role of Tournament Commissioner
* Work with Division Directors and coaches to determine attendance at away tournaments for season
* Apply for away tournament and coordinate payment with Treasurer

**Division Directors (Tyke/Novice, Peewee, Bantam and Midget**

* Promote the Minor Lacrosse program in the West Kootenay district
* Contact person for team managers
  + Distribute season information to team managers (practice dates & times, tournament information)
  + Distribute team rosters (including contact information) to team managers
* Work with coaches and Tournament Director to determine away tournament selection for the season
* Book hotels for tournaments (may delegate to team manager)
* Collect & submit tournament fees to Treasurer
* Apply for travel grants (Lacrosse on the Move, BC Ferry grant)
* Apply to BCLA for travel permit
* Prepare Provincial Declaration and forward to Registrar for submission to BCLA
* Resolve team concerns or bring forward to executive as appropriate

**NON DIRECTOR POSITIONS (Appointed, not elected)**

**Photo Day Coordinator**

* Work with Division Directors and team managers to determine best dates for photos
* Organize photographer for individual/team/association photos

**Apparel Coordinator**

* Develop a plan for apparel for the season
* Organize association apparel purchases

**Web Site Coordinator**

* Manage/Update Social Media pages if requested to do so by the Promotional Director